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Bridgeport  
SUPERIOR COURT

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Short Calendar

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Hon. Jon M. Alander (P.J.)  
Hon. Edward J. Dolan

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IMPORTANT NOTICE

Effective February 1, 2005, the standing order below applies to Family matters only.

On the Friday, Monday or Tuesday before the scheduled date, the MOVING party must call the Clerk's Office and leave a message on the answering machine indicating that the case is READY. Only those cases that have been marked "READY" in accordance with the rules will be heard. The number to call is (203) 579-7225. The marking period will be from Friday 9 a.m. through Tuesday at 4 p.m. Cases will be marked "OFF" unless a message is received by that time. Counsel or Pro Se parties who mark a case "READY" must notify the other side of the marking. In the event a state holiday falls on a Thursday, the calendar will be held on the preceding Wednesday, and the marking period will be from Friday 9 a.m. through Tuesday 11 a.m. before the scheduled date.

The number for the fax machine is (203) 382-8406. Any party making a marking via fax must use the standard state form. Specific instructions for marking by fax are contained on the form itself.

Attorneys registered with the Statewide Grievance Committee and law firms that have obtained a law firm juris number may enroll and obtain a secure password that will enable them to mark Family Short Calendar matters electronically (via the internet). The elec-

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NOTICE (continued from Column 1)

tronic Short Calendar Markings Entry transaction is encouraged as a timesaving method of transmittal.

Counsel and pro se parties may continue to mark a matter using the method(s) available prior to implementation of this electronic marking method. Should counsel choose to mark a matter via the internet please do not also try to mark the matter by phone or fax.

Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking:

- Column number and position on the calendar;
- Name and docket number of the case;
- Number and title of the motion;
- Marking;
- Full name of the person making the marking and firm name, if applicable; and

• Confirmation that all counsel and pro se parties of record have been notified of the marking.

Please do not call the clerk's office to confirm delivery. A short Calendar Markings Confirmation and Receipt produced upon completion of the electronic Short Calendar Markings Entry transaction serves as an acknowledgment of delivery.

Counsel and pro se parties shall have available for the Court copies of motions to be heard on this calendar. A copy of the judgment and other supporting papers shall be made available upon motions for modification. All parties must appear for any case appearing with the designation "Report of Family Division."

Motions for Reargument, Clarification or Articulation must be marked "READY-TAKE PAPERS." Parties need not appear. They will be notified of the Court's decision.

THERE IS NO CALL OF THE SHORT CALENDAR. Parties in any matter in which there is no agreement must report first to the Family Relations Office on the Second Floor. All parties then are to appear in court to report. Agreements and Pro Bono matters are to be heard first by the court followed by contested cases.

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